

1.913
E2C83COURSE OUTLINE FOR FOUR 1-HOUR PERIODS ON WORK METHODS
WITH OLDER 4-H BOYS AND GIRLS AND LOCAL LEADERS

1st period - Purpose: To explain what is meant by work simplification, and how it can help those who have work to do on a farm.

- 10 minutes - Explanation and reasons for the course (mimeog.).
- 30 " - Story of how a dairy farmer made improvements on his farm, illustrated with slides, charts, and photographs.
- 10 " - Summary of changes made and reasons for them (mimeog.).
- 10 " - Discussion of work to be done in the remaining sessions (mimeog.).

2d period - Purpose: To provide an opportunity for the class to think through the improvements that might be made on some farm jobs normally done by boys and girls.

- 30 minutes - Discussion and development of the class problem-- rearrangement of a poultry house lay-out for easier work in feeding, watering, cleaning, and gathering eggs (multilith).
- 10 " - Discussion of some of the principles of work simplification for improving work in and around buildings (mimeog.).
- 20 " - Dramatization of making changes on the Sam Thompson farm (record No. 7 of the 8-point dairy program, "The Farmer in the Dough").

3d period - Purpose: To bring out the points that need to be considered in hand jobs of a repetitive nature (contrasted with chore jobs in and around buildings).

- 20 minutes - Demonstration--putting matches in a board (participated in by various members of the class--timed with a stop watch, and methods discussed).
- 10 " - Discussion of some of the principles of work simplification for improving work methods on repetitive operations (mimeog.).
- 15 " - Application to home jobs (photographs).
- 15 " - Application to farm jobs (picking up potatoes--16 mm. film).

Prepared by Labor Utilization Division, Extension Farm Labor Program, USDA.

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4th period - Purpose: To review the steps in analyzing a job and working out a better method.

20 minutes - Demonstration of the job of assembling two sheets of paper, including folding, stapling, and piling (participation of the class in making a break-down of the job).

10 " - Explanation of the four-step procedure used in improving work methods (Extension Farm Labor Circular No. 22).

15 " - Illustration of the demonstration with 16 mm. film, "Take It Apart and Put It Together Again," showing a break-down of the job and the improved method.

15 " - Review of forms provided in the Westinghouse Better Farm and Home Methods Electric Contest.

NOTE: If more than four 1-hour periods are available, the additional time should be used in giving members of the class an opportunity to demonstrate use of the four-step procedure on a job of their own--provided time for preparation is available outside the class period.